

27 APR 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
27 April 1973

Significant Events

1. Summer Only Program: We now have 168 summer-only security clearances and 121 EOD dates established. Six cancellations have been received from those applicants who have been cleared and would have been eligible to EOD.

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2. Job Fair:

recruiters, represented the Agency at the Minority Job Fair at Ohio State University on 25 and 26 April. The Job Fair is sponsored by the Office of Minority Affairs at OSU. Although it is late for the current academic recruitment season, many Juniors and Sophomores took part in the general orientation. Most major private companies and Government agencies participated in the Fair.

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3. Contact with Bell Laboratories: As a follow-up to last week's report, Chief, Plans Staff, contacted Mr. Dale Padgett, Public Relations Department and Mr. Edward Hendrick, Career Guidance Office of the Bell Laboratories for information concerning their personnel approaches in managing scientific and R&D personnel. We found that executives are usually chosen from among specialists in Bell Labs and relatively little mobility or cross-over occurs between Vice Presidential areas of program responsibility. They operate an expensive and formalized educational program, which inter alia requires certain employees at the BA level to obtain a Masters degree with company assistance. is preparing a more detailed report.

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4. Position Management:

a. A meeting was held with officials of OTR on the findings and recommendations contained in the survey report.

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b. Work proceeded on the Office of Security field survey report which we expect to complete by the end of April.

c. The survey of Office of Communications activities at [REDACTED] continued.

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5. Regulations Review: We continued our review of all Regulations [REDACTED] to identify the legal background for their provisions and areas wherein they can be improved.

6. Disposition of Excess Cases: As of 24 April, 378 of the excess cases have been resolved by retirement, resignation or reassignment (7).

7. Retirements: As of 26 April, 481 employees are scheduled to retire by 30 June 1973 (241 CSC, 240 CIARDS). At the end of March, 229 had already retired. With two more months to go in the fiscal year, we are already assured of total retirements of 710, 100 more than in any previous year. I believe this figure will climb significantly during the next two months.

8. Short-Term Independent Contractors: During the week I approved five retired annuitant cases for DDM&S components:

a.

[REDACTED]
Independent Contractor - one year renewal

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b.

[REDACTED]

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The four individuals listed above are all training instructors at [REDACTED] who will retire 29 June 1973. Their presence is required during the month of July to allow OTR to complete the final comprehensive exercise with which the Basic Operations Course ends up. All four have agreed to a one-month contract, as Independent Contractors, to perform this task.

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Next Week's Activities

1. Special Survey: We plan on commencing the Personnel Activities survey in the Office of Current Intelligence. This survey is designed to inventory personnel management problems and successful practices or innovations in individual Agency components.

2. Regulations Review: We plan to complete and forward to Regulations Control Branch the revisions of [REDACTED] Control and Loan of Official Personnel Folders; [REDACTED] Records and Reports; and [REDACTED] Public Service Awards.

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3. Meeting: Our monthly Personnel Officers' Meeting will be held next Wednesday. Senior Personnel Officers will discuss overseas trips and the Director of Personnel will update the group on various personnel items.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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